

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION FORM (NON-BINGO)**

INSTRUCTIONS

- When To Use:** Use this particular form during a specific day of the single event, which is part of an annual fundraising event by an athletic association or booster club or a band booster club in which it is necessary to record all of the sales of instant bingo/seal cards/pull-tabs. If additional forms are necessary to record all of these particular sales, then please use the instant bingo/seal cards/pull-tabs reconciliation continuation form (non-bingo) (Form 111-A) to do so.
- The use of handwritten documentation during the day that would assist in the completion of this form will need to be kept as part of the organization's gaming records.
- Organization:** Fill in the official name of the organization.
- Date:** Fill in the date for a specific day of the single event.
- Signature of Cashier:** Cashier must sign this completed form at the end of the day.
- Signature of Game Manager:** Game Manager must sign this completed form.

BEGINNING INVENTORY OF OPENED DEALS CARRIED FORWARD FROM THE PREVIOUS DAY

Line 1 Enter the totals from Line 16, Column G (Remaining Take In) and Column H (Remaining Payout) from the previous instant bingo/seal cards/pull-tabs reconciliation form (non-bingo) (Form 111).

DEALS OPENED DURING THE DAY

Lines 2 through 9 Enter the following information for each deal that is opened during the day. Remember, the information necessary to complete this form is located on the deal's flare.

A flare is a piece of paper/cardboard that is attached to a instant bingo/seal card deal/pull-tab that has the following printed information: game name, form number, serial number, card count, ticket price, free ticket count, amount of cash taken in and the amount of prizes paid out.

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|-----------------|-----------------------|--|
| Column A | <i>Serial #</i> | Enter the deal's serial number. |
| Column B | <i>Deal Name</i> | Enter the deal's name. |
| Column C | <i>Form #</i> | Enter the deal's form number. |
| Column D | <i>Ticket Price</i> | Enter the selling price for each ticket in the deal. |
| Column E | <i># of Tickets</i> | Enter the number of tickets in the deal. |
| Column F | <i># of Free Tkts</i> | Enter the number of free tickets in the deal. |
| Column G | <i>Take In</i> | Enter the deal's expected gross receipts. |
| Column H | <i>Payout</i> | Enter the deal's expected gross cash payout. |

Line 10 Enter the totals from Line 22, Column G (Take In) and Column H (Payout) from Page 1 of the instant bingo/seal cards/pull-tabs reconciliation continuation form (non-bingo) (Form 111-A).

Line 11 Complete the following calculations:

- | | | |
|-----------------|----------------|--|
| Column G | <i>Take In</i> | Add Lines 1 through 10 of Column G (Take In) and enter the figure. |
| Column H | <i>Payout</i> | Add Lines 1 through 10 of Column H (Payout) and enter the figure. |

Line 12 Enter the total amount of prizes being added to the instant progressive pot for this day.

ENDING INVENTORY OF OPENED DEALS TO BE CARRIED FORWARD TO THE NEXT DAY

Lines 13 through 15 Enter the following information for each deal that is opened during the day and carried forward to the next day. Remember, the information necessary to complete this form is located on the deal's flare.

- Column A** *Serial #* Enter the deal's serial number.
- Column B** *Deal Name* Enter the deal's name.
- Column C** *Form #* Enter the deal's form number.
- Column D** *Ticket Price* Enter the selling price for each ticket in the deal.
- Column E** *# of Tickets* Enter the number of remaining tickets in the deal.
- Column F** *# of Free Tkts* Enter the number of remaining free tickets in the deal.
- Column G** *Remaining Take In* Enter the deal's remaining gross receipts.
- Column H** *Remaining Payout* Enter the deal's remaining gross cash payout.

Line 16 Complete the following calculations:

- Column G** *Remaining Take In* Add Lines 13 through 15 of Column G (Remaining Take-In) and enter the figure.
- Column H** *Remaining Payout* Add Lines 13 through 15 of Column H (Remaining Payout) and enter the figure.

Line 17 Enter the total amount of prizes awarded from the instant progressive pot for this day.

TOTALS FOR THE DAY

Line 18 Complete the following calculations.

- Column G** *Total Take In* Enter the difference between Line 11 minus Line 16 of Column G (Line 11 – Line 16)
(Total Gross Receipts)
- Column H** *Total Payout* Enter the difference between Line 11 minus Line 12 minus Line 16 plus Line 17 of Column H (Line 11 – Line 12 – Line 16 + Line 17)

CASH RECONCILED

- Line 19** Enter the total amount of the beginning instant bingo/seal card/pull-tab change fund.
- Line 20** Enter the total amount of prizes paid by check for instant bingo/seal card/pull-tab.
- Line 21** Enter the total amount of sales generated from Line 18, Column G (Total Take In – Total Gross Receipts).
- Line 22** Enter the total amount of prizes awarded from Line 18, Column H (Total Payout).
- Line 23** Add Line 19 plus Line 20 plus Line 21 minus Line 22 and enter the figure.
(Line 19 + Line 20 + Line 21 – Line 22)
- Line 24** Enter the total amount of the cash on hand from the sale of instant bingo/seal card/pull-tab.
- Line 25** Complete the following line by using one of two following methods:
 - 1) Enter the overage figure if Line 24 is greater than Line 23.
 - 2) Enter the shortage figure if Line 23 is greater than Line 24.
- Line 26** Enter the total amount of cash that is withheld for the next day.
- Line 27** Enter the difference from Line 24 minus Line 26 (Line 24 – Line 26);
Please remember to attach the bank validated deposit slip to this form.

INSTANT PROGRESSIVE POT

- Use this particular box to track the instant progressive prizes being carried over from day to day.